



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Deborah A. Gist
Commissioner

June 4, 2010

RE: FY 2010 Financial Closeout Requirements and Forms for Federal and State Grants for School Districts and Community Based Organizations

Dear Colleagues,

Enclosed are the FY 2010 closeout requirements and the FY 2011 financial reporting forms applicable to federal and/or state-funded projects, which include the following documents:

- FY 2010 Closeout Requirements
- FY 2011 Reporting Requirements
- Instructions for completing Financial Status Report
- Instructions for completing AcceleGrants Cash Reimbursement and June 30th Financial Status Report
- Preliminary June 30th Financial Status Report/Cash Reimbursement Form (Federal Funds Programs Only)
- June 30th Financial Status Report/Cash Reimbursement Form (Federal Funds Programs Only)
- Financial Status Report/Cash Reimbursement Forms
- Grantee Audit Responsibility
- Directory of RIDE Grants and Fiscal Contacts

Please note the following important deadlines concerning grant financial reporting and grant expenditure reimbursement, which are imposed by the Rhode Island Department of Administration, Office of Accounts and Controls, which determines the deadlines in conjunction with the Auditor General's Office:

July 2, 2010

Final reports for state and combined state/federal funded grants are due at RIDE no later than July 2, 2010. Any state funds that are not billed by July 2, 2010 **will terminate**. State funds cannot be carried over into the next fiscal year. **This includes HRIC, COZ & Project Opportunity grant awards.**

July 7, 2010

Preliminary federal June 30th reports (for federal funded grants not included in AcceleGrants) are due at RIDE no later than July 7, 2010. ARRA FY10 ARRA Homeless Grants and ARRA FY10 ARRA Title II-D Education Technology Grants must also follow this deadline since they are using the paper process for reporting this fiscal year.

Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** 800-745-5555 **Voice** 800-745-6575
www.ride.ri.gov

The Board of Regents does not discriminate on the basis of age, color, sex, sexual orientation, race, religion, national origin, or disability.

July 7, 2010

By **July 7, 2010**, AcceleGrants CRP grants must submit their "Cash Reimbursement Request" that may include all accruals and encumbrances for services provided and goods received by June 30th. Any accruals or encumbrances included in this report may be requested in the cash advance section of your cash reimbursement report.

The Rhode Island Department of Administration has informed RIDE that all federally funded grantees must bill RIDE for services provided and goods received through June 30, 2010 in order for RIDE to close the state fiscal year. This means you are **required** to complete a **"Preliminary June 30th Financial Expenditure Report"** for all federally funded grants, including both accruals and encumbrances through June 30, 2010. RIDE will reimburse for all expended costs as well as accruals and encumbrances for services provided and goods received through June 30, 2010. Since we are providing payment for accruals and encumbrances, please be certain these amounts are as close as possible to the final amounts. Final June expenditure reports must be received at RIDE within 30 days from June 30th, but no later than July 31st, to reconcile the June payment with your actual expenditures.

Attached, you will find the following report forms:

- "Preliminary June 30th Financial Status Report/Cash Reimbursement" form. Please use this form only for your June 30th federal report
- Preliminary June 30th "UCOA Financial Status Report/Cash Reimbursement" form. Only use this report if you are using the Uniform Chart of Account for FY10
- An updated "Financial Status Report/Cash Reimbursement" form for your final state, federal, and state/federal combined funds reports and all other reporting thereafter.
- An updated UCOA "Financial Status Report/Cash Reimbursement" form for your final state, federal, and state/federal combined funds reports and all other reporting thereafter. Only use this report if you are using the Uniform Chart of Account for FY10.

Please remember that if a federal grant program requires match, you must report the amount of match expended for each of the "required" Financial Status Report periods. If this information is missing, RIDE will not process your cash request. If you have any questions in this regard, please contact either the appropriate grant officer(see enclosed listing) or Maureen Major at 222-4680. Thank you for your cooperation.

Sincerely,

Marliot Uzcategui
Director of Finance and Administration
RI Department of Education
255 Westminster St
Providence, RI 02903
marliot.uzcategui@ride.ri.gov
(401) 222-4648

Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** 800-745-5555 **Voice** 800-745-6575
www.ride.ri.gov

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SECTION I - FY 2010 Grant closeout dates by funding source

- State funded grants
- Combined State/federally funded grants
- Federally funded grants
- AcceleGrants Federally funded grants

SECTION II - FY 2011 Financial Status Report and cash reimbursement form

- Financial status report due dates and cash reimbursements
- Instructions for preparing reports
 - Instructions for completing the Financial Status Report/Cash Reimbursement Form
 - Sample of completed report

SECTION III - Other grant information and forms

- Deadline for receipts of goods/services
- Financial status report/cash reimbursement form (download Excel spreadsheet from www.ride.ri.gov to prepare actual report)
- General Assembly narrative report form (on www.ride.ri.gov)
- LEA/Agency contact persons form

SECTION IV - Grantee audit requirements

SECTION V - Listings of grants alphabetically by name and by funding category, with associated grants officers.

- Federally funded grants
- State funded grants
- Combined State/federally funded grants

Grantees must have their final cash reimbursement requests and financial status reports submitted by the following dates. For the indicated type of funding, this documentation must be submitted by the dates specified below:

1. STATE FUNDED GRANTS (including General Assembly Grants)

- **FINAL REPORTS DUE: July 2, 2010**

A final report must be received by July 2, 2010 for projects that are funded by state appropriations. This final report will represent the final payment reimbursement request for goods received and/or services performed on or before June 30, 2010. **Failure to submit a final report by July 2, 2010 will result in the grantee having to assume all costs associated with state funded projects not submitted for payment by the July 2nd date.**

2. COMBINED STATE & FEDERALLY FUNDED GRANTS (SPLIT FUNDING)

- **FINAL REPORTS DUE: July 2, 2010**

A financial status report/cash reimbursement form must be received by July 2, 2010 for those projects that are funded with both federal and state appropriations. **Failure to submit the cash reimbursement request will result in the grantee having to assume all costs associated with the state funded portion of the grant not submitted for payment by the July 2nd date.**

3. FEDERALLY FUNDED GRANTS (Except those included in AcceleGrants)

- **Preliminary June 30th reports due: July 7, 2010** (Use the "Preliminary June 30th Financial Status Report and Cash Reimbursement" form). UCOA forms are available for those districts that are using the Uniform Chart of Accounts in FY10.
- **FINAL REPORTS DUE: 15 days after the grantee makes the final payment, but no later than thirty (30) days after the end of the project period.**

Please Note: For all Federal projects, the Preliminary June 30th report must include payroll accruals plus encumbrances for all services provided and goods received through June 30th but not yet paid.

Final expenditure reports for all grants must not include amounts for accruals and/or encumbrances.

Carryover funds will not be available and/or payments for new programs will not be approved if the agency is delinquent in submitting final reports for prior year project expenditures and/or any refunds due the Department are not received with the final report.

ACCELEGRANTS FEDERALLY FUNDED GRANTS

- Your Cash Reimbursement Request is due by **July 7, 2010** and may include payroll accruals plus encumbrances for all services provided and goods received through June 30th but not yet paid.
- On your Cash Reimbursement Request, report all accruals plus encumbrances under the Cash Advance section. Please be sure to include a justification for the advance.
- Your 4th Quarter Financial Status Report is due by **July 15, 2010.**
- Quarterly reports can be revised in system until your Final Expenditure Report (FER) is started. Once you start your FER, all your previous quarterly reports are locked down and cannot be revised.
- Any cash advances must be reconciled by the time you file your Final Expenditure Report (FER). The FER cannot include accruals or encumbrances.
- Final Expenditure Report due by **July 31st.** This report totals all your CRP programs on the same report. The FER must be completed in order for prior year balances to be carried over into next year. Each LEA must complete the "Expenditure Adjustment" portion of the FER which designates balances to carryover into next fiscal year.

IMPORTANT RULES FOR ALL FEDERAL GRANTS

Please Note: **Final** expenditure reports for all grants must not include amounts for accruals and/or encumbrances.

Carryover funds will not be available and/or payments for new programs will not be approved if the agency is delinquent in submitting final reports for prior year project expenditures and/or any refunds due the Department are not received with the final report.

FINANCIAL STATUS REPORT SUBMISSION DUE DATES

The Financial Status Report on expenditures must be submitted by all grantees at least quarterly. Quarterly reports are due 15 days after the close of each quarter. Final reports for grants funded with only federal funds are due 15 days after all invoices are paid and all obligations have been liquidated, however, no later than thirty (30) days after the end of the project period. Final reports for all other grants are due as of July 2nd. Federal, state, and combined funding financial expenditure reports are basically prepared in the same way. For that reason, a sample-completed report is provided that applies to all funding sources. However, the required reporting date for each given grant depends upon the grant-funding source. Reporting dates are as follows:

For Period Ending - >	Sept. 30th	December 31 st	March 31st	June 30th	Final Report
FEDERAL Due Date:	October 15 th	January 15th	April 15th	July 7th	Within 30 days of end of grant
GENERAL ASSEMBLY STATE Due Date:	October 15 th	January 15th See note below *	April 15th	N/A	July 1st See note below *
OTHER STATE Due Date:	October 15 th	January 15th	April 15th	N/A	July 1st
COMBINED STATE/FEDERAL Due Date	October 15 th	January 15th	April 15th	N/A	July 1st

* Note: General Assembly State grants for the period ending December 31st and the Final expenditure report must include an accompanying narrative report. See reporting form in the package.

CASH REIMBURSEMENT SUBMISSIONS

Cash reimbursements are requested using the financial status report form. Cash may be requested on the same dates that require financial status reports are submitted. However, grantees are also allowed to submit cash reimbursement requests at other times. Organizations may submit one cash reimbursement request biweekly. The reimbursement request must be for a minimum of \$100.00, unless it is part of the quarterly FSR/CRF report. Quarterly FSR/CRF reports may be less than \$100.00.

If you file a Financial Status Report with the RIDE that reflects a positive cash balance, you are required to attach the following:

1. Check for the amount of excess cash and
2. Letter signed by the Business Manager explaining the reason for the excess cash balance.

Please note that sub-grantees should not have excess cash since all grant payments are based on reimbursement only.

For grants that include a matching requirement, pages 3, 4 and 5 of the Quarterly and final Financial Status Reports must be completed. For all other requests/reports, please omit Pages 3, 4 and 5.

INSTRUCTIONS FOR COMPLETING THE FINANCIAL STATUS REPORT/CASH REIMBURSEMENT FORM

Cash Reimbursement Section (top of page 1):

If requesting cash, complete the top line of the form detailing the period for which cash reimbursement is being requested, and the other information required in this section.

Part I – Expenditures and Obligations (page 1):

Approved Budget - Column 1

FEDERAL, STATE, AND/OR COMBINED-FUNDED GRANTS:

Report the total amount for each budget series as approved by the Department. Verbal and/or telephone approved revisions are not acceptable and will be disallowed by the Grants Office in the review and verification process.

Amendments submitted to the RIDE during the reporting period but not yet approved (as documented by an amended grant award and budget) cannot be the basis for information under this column.

Disbursements - Column 2

Report the total amount of funds paid out by budget series total.

NOTE: For State or Federal projects having no expenditures, accruals and/or unliquidated obligations as of the reporting period due date, **a report must be submitted indicating No Activity to Date.**

Although a detailed reporting of expenditures within each budget series is not required, the fiscal agent is responsible for maintaining detailed records of amounts as approved and expended and for ensuring that the deviations allowable under certain categories are not violated.

Accruals and/or Encumbrances - Column 3

Accruals - report total amounts, by series total, for goods received and for services performed as of the end of the period being reported for which payment has not been made.

Encumbrances - report total amounts, by series total, for goods ordered but not received, and for services to be performed for which funds have been committed as of the end of the period being reported.

NOTES:

- For Federal or combined federal/state funded projects ending June 30, 2010, the June 30th report should not include encumbrances except for the costs of audit and/or evaluation, but may include accruals.
- Final reports for all grants must not include amounts for accruals and/or encumbrances.

Total - Column 4 Self Explanatory

Balance - Column 5 Self Explanatory

Part II (page 2) - Funding Status:

FEDERAL, STATE, AND/OR COMBINED - FUNDED GRANTS:

- Line 1. Report total cash requested prior to this request
- Line 2. Report total Expenditures to date (Part 1, Column 2)
- Line 3. Cash balance (Prior requests less Expenditures)

CERTIFICATION FOR ALL PROJECTS

The agencies designated authorized agent must sign all reports, attesting that to the best of their knowledge and belief that all information contained within the report is correct and complete and all related records are available for review and/or audit.

CERTIFICATION OF USE OF FLEXIBILITY (CRP PROGRAMS ONLY)

When utilizing the flexibility provision available only to CRP the programs, the agencies designated authorized agent must sign the report indicating that the flexibility provision is being utilized for the program being reported and is within the allowable guidelines established by RIDE.

NOTE: Failure to file required financial reports on a timely basis may result in the withholding of any further Federal and State grant approvals and/or payments.

PROGRAMS REQUIRING MATCH

Completing Pages 3, 4, and 5, of the Financial Status Report/Cash Reimbursement Form is required when submitting the Financial Status Report for September 30, December 31, March 31, June 30 and Final. When cash reimbursement requests are being submitted on this form during any other period, it is not necessary to complete those pages.

Part's III & Part IV (page 3) - Financial Status Report/Cash Reimbursement Form:

Financial reporting timelines for **local matching funds** and/or **agency in-kind contributions**, required as a condition of project approval, are the same as federal reporting timelines.

Part III (top of page 3) - Expenditures & Obligations – Local Cash Match:

This section is to be used to report on expenditures made utilizing the funds listed as **local match** on the grant budget summary sheet. Local matches are those contributions listed in the **local match** column on the budget summary sheet. Reporting requirements for this section are the same as those described for Part I.

Part IV (bottom of page 3) - Expenditures & Obligations - Agency In-Kind:

This section is to be used to report agency in-kind expenditures made utilizing the funds listed in the in-kind column on the grant budget summary sheet. Reporting requirements for this section are the same as those described for Part I.

Part V (page 4) - Adult Basic Education & State Funded Adult Literacy Grants:

Report all expenditures for Adult Basic Education and State Funded Adult Literacy grants by population served and by funding source (state, federal, local, in-kind). Summary expenditures on this page must equal summary expenditures listed for that funding source in Page 1, Part I and Page 3, Part's III and IV. Page 4, Column 5, Institutionalized Persons, is to be used for incarcerated persons and for funds expended on persons who are institutionalized for health or other care taking reasons. The amount for institutionalized persons must also be included in the breakdown by population served and funding source. Therefore, when cross footing this page, the amounts in the institutionalized person's column, is included in the previous columns.

Grantees are allowed to earn program income under the Adult Education and Family Literacy Act (AEFLA), (Workforce investment Act of 1998, Title II). General program income is defined as gross income received by the grantee directly generated by a grant supported activity or earned only as a result of agreement under the grant period. General program income is deducted from the total allowable program costs, and all program income, except tuition and fees charged to students and employers, earned by a subgrantee under this award, must be deducted. If a grantee charges reasonable and necessary tuition or fees to students and employers, it must use those fees to provide additional adult education and literacy services that it would otherwise be unable to provide. Program income from tuition and fees must be: (1) governed by the terms of the agreement between the Rhode Island Department of Elementary and Secondary

Education (RIDE) and the grantee, (2) accounted for in the program records; and (3) used only for costs allowable under AEFLA.

Grantee may not count tuition and fees collected from students toward meeting match requirements. Fees and tuitions must be equitably administered and may not reach levels that result in an adverse effect on the participation of economically disadvantaged students.

Part VI (page 5) – Vocational Education Only - Reporting By Program Code:

*Vocational Education funded grants **must** report program codes to indicate what activities the funds in each program component were spent on.* From the chart of program codes designate the code applicable to each individual program component, and provide information on its expenditures by series total.

1. LOCAL USES OF FUNDS: Each eligible recipient that receives funds under this part shall use such funds to improve vocational and technical educational programs. Report funds expended under one of the following designated code letters:
 - A. Academic Integration
 - B. All Aspects (for comprehensive student understanding of an industry)
 - C. Use of Technology
 - D. Professional Development
 - E. Evaluations
 - F. Modernizing & Expansion
 - G. Services & Activities (of sufficient size, scope, & quality to be effective)
 - H. Secondary-Post Secondary Links
 - I. Vocational Student Organizations
 - J. Guidance and Counseling
 - K. Teacher Preparation Programs
 - L. Non-Traditional Training & Employment
 - M. Other

2. STATE LEADERSHIP PROGRAM: Codes solely for those grants utilizing State Leadership funds. Report funds expended under one of the following designated code letters:
 - R. Assessment
 - S. Use of Technology
 - T. Professional Development
 - U. Academic
 - V. Non-Traditional
 - W. Partnerships
 - X. State Institutions
 - Y. Special Populations
 - Z. Other

PROGRAM INCOME

Grantees are allowed to earn program income under the Perkins Act. Program income must be accounted for in the program records and used only for costs allowable under the Perkins grant. Perkins program income must be reported in the LEA's quarterly financial status reports to the RIDE.

In accordance with EDGAR regulations, it is RIDE's policy that program income may be used to provide additional supplementary vocational career and technical program support. Program income not used for that purpose must be deducted from total allowable costs to determine allowable net outlays, thus reducing the federal grant contributions to the program.

- 1. DEADLINE FOR THE RECEIPT OF GOODS AND SERVICES**

All services must be incurred and all supplies, materials and equipment must be received within a reasonable period of time prior to the project end date. All unperformed services and all orders for supplies, materials, and equipment not received by the project period end date must be cancelled.

- 2. FINANCIAL STATUS REPORT/CASH REIMBURSEMENTS FORM**

FSR/CRF is provided with this package. However, it is expected that the FSR/CRF will be prepared by using the Excel spreadsheet provided on RIDE's website. On the website (www.ride.ri.gov) they can be located under the column on the left with the heading "Federal and State Funding". That will lead to the "Forms and Instructions" section within that heading." Open the file and save it to your hard drive and/or network. Should you have any questions, please contact Maureen Major in the Finance Office at RIDE at 222-4680.

- 3. GENERAL ASSEMBLY NARRATIVE REPORT FORM**

Forms for the December 31 and Final General Assembly Grant Narrative Report is shown in this package. This document is available in Microsoft Word on the www.ride.ri.gov website in the "Forms and Instructions" section.

- 4. LEA/AGENCY CONTACT PERSONS FORM**

A contact form is provided with this closeout package. The grantee must provide the name of an official who should be contacted regarding any financial matters relating to the grant. Please update your LEA/Agency contact information and return this form with your June 30th financial status report.

LEA/AGENCY CONTACT PERSONS

Please provide the name, title and address of business officials that should be contacted regarding any financial matters relating to grant reporting requirements:

LEA/AGENCY: _____

Business Manager:

Name: _____ Tel. No.: _____

Title: _____

Address: _____

Fax No.: _____ E-mail Address: _____

Other Fiscal Personnel:

Name: _____ Name: _____

Title: _____ Title: _____

Address: _____ Address: _____

Tel. No.: _____ Tel. No.: _____

Fax No.: _____ Fax No.: _____

E-mail Address: _____ E-mail Address: _____

Mail To:

Department of Elementary & Secondary Education
Division of Finance – Grant Accounting
The Shepard Building, 6th Floor
255 Westminster Street
Providence, Rhode Island 02903-3400

GRANTEE AUDIT REQUIREMENTS

Federal law requires that agencies that expend a designated amount of federal financial assistance complete a “Single Audit”.

A “Single Audit” is an audit, which conforms to the laws and regulations of the federal Single Audit Act of 1996 and OMB Circular A133, as amended. This law applies to state and local governments, non-profits, and higher education institutions that expend sufficient federal financial assistance to meet its minimum audit threshold and that have fiscal years that begin after July 1, 1996. Specifics of the applicable laws and regulations are detailed below:

- “Federal Financial Assistance” means assistance provided by the federal government in the form of grants, contracts, loans or cooperative agreements. It includes awards received directly from federal agencies or indirectly through units of state or local government
- The combined total of federal financial assistance from all sources must be at or above \$500,000.
- Organizations that expend at least \$500,000, but expend it all from one program may elect to audit only that program. However, they may do so only if the program’s regulations do not require an organization wide audit. Alternatively, they may audit their entire organization, even if only a program audit is required. If they are funded from more than one federal source and expenditures from all sources total more than \$500,000, they must do a “Single Audit” of their entire organization.
- Organizations that expend less than \$500,000 of federal funds from all sources are not required to have a “Single Audit”. They may, however, be subject to audit requirements specific to the program(s) from which they receive funds.
- The RIDE Audit Oversight Office requires that organizations that meet the above criteria submit their “Single Audit” reports to this Office within six months after the end of the organization’s fiscal year. Failure to submit “Single Audit” reports on a timely basis could jeopardize the organization’s grants funding.

If you have any questions regarding the Single Audit Act, please contact Antonia Gibbs at 222-4650.

GRANTS BY FUNDING SOURCE AND ASSOCIATED GRANT OFFICER

Sorted Alphabetically by Program:

FEDERALLY FUNDED GRANTS	GRANTS OFFICER	PROJECT #	ACCOUNT #
Adult Basic Education*	Capotosto, Ray	2725-15002	2725150.02
ARRA Homeless FY10	Gibbs, Antonia	4572-10402	4572104.02
ARRA IDEA FY10	Botelho, Eileen	4572-10202	4572102.02
ARRA Preschool FY10	Botelho, Eileen	4572-10802	4572108.02
ARRA State Fiscal Stabilization Funds FY10	Marisi, Debby	4572-10502	4572105.02
ARRA Title I FY10	Gibbs, Antonia	4572-10102	4572101.02
ARRA Title II-D Education Technology	Luther, David	2725-10102	2725101.02
Byrd Honors Scholarships	Luther, David	2725-10102	2725101.02
Child and Adult Food Care	Capece, Leslie	2725-14302	2725143.02
Community Services Learning	Marisi, Debby	2725-11002	2725110.02
Comprehensive School Health (CDC)	Gibbs, Antonia	2725-11102	2725111.02
Data Management Initiative	Luther, David	2725-18102	2725181.02
Early Childhood Learning Standards	Botelho, Eileen	2725-13702	2725137.02
Even Start	Capotosto, Ray	2725-12002	2725120.02
Fresh Fruits & Vegetables	Capece, Leslie	2725-17602	2725176.02
Homeless Education	Gibbs, Antonia	2725-10202	2725102.02
Title V – Innovative Programs	Luther, David	2725-11302	2725113.02
Title III – Language Acquisition	Luther, David	2725-16502	2725165.02
Math Science Partnership	Patrie, Jen	2725-17702	2725177.02
National School Lunch	Capece, Leslie	2725-14402	2725144.02
Title I (D) - Neglected and Delinquent	Gibbs, Antonia	2725-12302	2725123.02
Perkins State Leadership	Capotosto, Ray	2725-15702	2725157.02
Perkins Voc Secondary	Capotosto, Ray	2725-15302	2725153.02
Perkins Voc Training for Adults	Capotosto, Ray	2725-15602	2725156.02
Perkins Voc. Post Secondary	Capotosto, Ray	2725-15402	2725154.02
Perkins Reserve	Capotosto, Ray	2725-18502	2725185.02
Project Opportunity	Capotosto, Ray	2725-16202	2725162.02
Reading First	Patrie, Jen	2725-17302	2725173.02
Title IV - Safe and Drug Free Schools	Luther, David	2725-12602	2725126.02
School Breakfast	Capece, Leslie	2725-14002	2725140.02
Special Education, Part B	Botelho, Eileen	2725-13202	2725132.02
Special Education, Preschool	Botelho, Eileen	2725-13502	2725135.02
Special Education, State Program Improvement	Botelho, Eileen	2725-17102	2725171.02
Special Milk/Summer Milk	Capece, Leslie	2725-13902	2725139.02
State Assessment	Patrie, Jen	2725-16702	2725167.02
Summer Food Service	Capece, Leslie	2725-14502	2725145.02
Title II (A) – Teacher Quality Improvement	Luther, David	2725-16402	2725164.02
Teacher Quality Partnerships	Gibbs, Antonia	2725-10802	2725108.02
Title II (D) - Technology Education	Luther, David	2725-12902	2725129.02
Technology Preparation	Capotosto, Ray	2725-15502	2725155.02
Team Nutrition	Capece, Leslie	2725-14902	2725149.02
Title I (A) – Disadvantaged Youth	Gibbs, Antonia	2725-11702	2725117.02
Twenty First Century Learning Communities	Capotosto, Ray	2725-16602	2725166.02

STATE FUNDED GRANTS	GRANTS OFFICER	PROJECT #	ACCOUNT #
Dropout Prevention	Juchnik, Dennis	2720-11801	2720118.01
Achieve Algebra II	Juchnik, Dennis	2720-11801	2720118.01
General Assembly	Juchnik, Dennis	2720-10501	2720105.01
Kites Science Material	Juchnik, Dennis	2720-11801	2720118.01
PS&I	Juchnik, Dennis	2650-11101	2650111.01
Reading Recovery Initiative	Juchnik, Dennis	2720-11801	2720118.01
UCOA Grants	Juchnik, Dennis	2720-10301	2720103.01

COMBINED STATE/FEDERAL	GRANTS OFFICER	PROJECT #	ACCOUNT #
Adult Basic Education*	Capotosto, Ray	2720-12201	2720122.01
			2725150.02
Child Opportunity Zones	Gibbs, Antonia	2720-10501	2720105.01
			2725132.02
HRIC/General Fund*	Capotosto, Ray	2730-10503	2720122.01
			2730105.03
Project Opportunity	Capotosto, Ray	2720-12201	2720122.01
			2725150.02
			2725162.02
Suicide Prevention	Luther, David	2720-11301	2720113.01
			2725126.02
HRIC/Adult Basic Education	Ray Capotosto	2720-12201	2720122.01
			2730105.03
			2725150.02

*Adult Education grants may be 100% federally funded, 100% state funded, or a combination of state and federal funds. Any ABE grant with state funding or combined state/federal funding must have final cash reimbursement requests received by the Department by July 2, 2010.

Grant Officers, phone numbers:

Eileen Botelho, 222-8030
Leslie Capece, 222-4269
Ray Capotosto, 222-4653
Antonia Gibbs, 222-4650
David Luther, 222- 4652
Deborah Marisi, 222-4646

Assistant Administrative Officer:

Maureen Major, 222-4680, Fax: 222-2823